

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-273

OPENING DATE: 16 September 2005

CLOSING DATE: 17 October 2005

ANTICIPATED FILL DATE: 13 Nov 05

POSITION TITLE AND NUMBER

Budget Analyst, PDCN 70367000

MD #: 1523-301

UNIT/ACTIVITY AND DUTY LOCATION

United States Property & Fiscal Office

(USPFO), NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0560-07 \$34,149.00 - \$44,395.00 per annum (trainee)

GS-0560-09 \$41,772.00 - \$54,300.00 per annum (trainee)

GS-0560-11 \$50,541.00 - \$65,704.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and any person that is eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 12 months (for GS-07), 24 months (for GS-09) or 36 months (for GS-11) of specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (WITH DATES) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

(KSA's GS-11)

1. Knowledge of installation procedures and processes for budget formulation.
2. Knowledge of Department of the Army, National Guard Bureau and Fiscal laws, regulations, policies, procedures and precedents that pertain to the budget analyst functions.
3. Ability to work effectively under pressure of tight time frames and rigid deadlines.
4. Knowledge and skills in the analysis and comparison of selected object class and line item obligations and expenditures in the operating budget.
5. Ability to recognize quantitative relationships between program plans and budgetary data.
6. Skill in writing brief factual reports.

(KSA's GS-09)

1. Ability to work effectively under pressure of tight time frames and rigid deadlines.
2. Knowledge of and skill in applying the principles, practices and methods of budget execution.
3. Knowledge of budgeting and financial relationships with workloads of organizational components.
4. Ability to collect and compile data for inclusion in routine and specials reports.

(KSA's GS-07)

1. Ability to work effectively under pressure of tight time frames and rigid deadlines.
2. Skill in the identification, analysis, and resolution of a range of budgetary problems.
3. Ability to collect and compile data for inclusion in routine and specials reports.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer position in the NCARNG is mandatory. [Off: 44A, 45A/B)

SECURITY CLEARANCE: Non Critical sensitive

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Provides management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Reviews and interprets higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs. Prepares budget requests consistent with guidance issued by NGB. Advises Program Managers (PMs) on the appropriate use of discretionary funds consistent with fiscal law. Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Produces monthly reports and summary reports on annual funding programs and allotment for these accounts to PMs, senior management, the Chief of Staff, the Adjutant General (AG) and NGB. Responsible for the budgetary planning and programming timetables for new and modified programs, deployments, and mobilizations for the state ARNG. Develops processes and guidance in unique situations without specific guidance. Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests. Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Prepares requests to NGB for budget activity transfers directed by the AG and the PBAC. Trains ARNG personnel in budget and financial management principles, techniques, responsibilities, distribution, and accounting for federal funds. Upon mobilization, makes recommendations on obtaining resources; and computes budget requirements. Provides technical budgetary advice and assistance to federal and state agencies as requested. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Serves as the budgetary primary point of contact for issues relating to the Master Cooperative Agreements. Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 690-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

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